## Departmental Report: City Secretary's Office

Regular Meeting of the Weslaco City Commission November 15, 2011

#### Who and How We Serve

City Commission

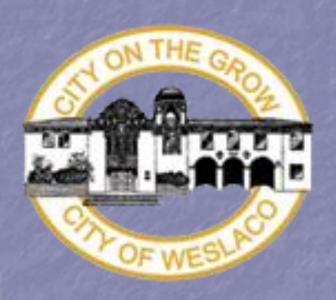
City Departments

City Residents

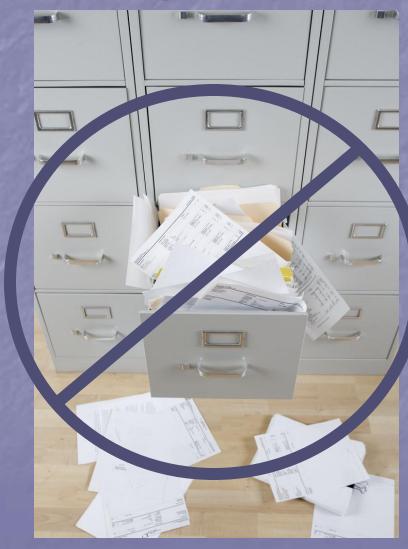
- Commission Certifier
- Records ManagementOfficer
- Public InformationOfficer
- Local Registrar
- ElectionsAdministrator

#### 1) Commission Certification

- Agendas
- Minutes
- Proclamations
- Resolutions
- Ordinances
- Calendar



### 2) Records Management



Research

Litigation

Custody

Retention

## 3) Public Information

Answer
Phone

ProcessMail

ReproduceRecords

AdviseMedia

# 4) Local Registration

	Recorded	Issued
Birth Certificates	3,621	12,647
Death Certificates	856	4,633

### 5) Elections Administration

Every Year

Redistricting



SB 100

#### Thank You!

Office of the City Secretary: Rebekah de la Fuente, Records Coordinator Maria Garcia, Deputy Registrar Laura Luera, Receptionist Edna Silva, Vital Statistics Clerk Molly Vallejo, Secretary Elizabeth Walker, City Secretary